

AMERICAN EMBASSY MALABO, Equatorial Guinea

Vacancy Announcement

No. 2011-032

Date: August 23, 2011

Ref:

Subject:

PSA LIMITED (OCCASIONAL WORKERS)

Location:

MALABO - DEPARTMENT OF STATE

Applicability:

ALL INTERESTED CANDIDATES

OPEN TO:	All Interested Candidates
POSITION:	PSA LIMITED (OCCASIONAL WORKERS)
OPENING DATE:	August 23, 2011
CLOSING DATE:	September 6, 2011
WORK HOURS:	Temporary, 30 days in a year
SALARY:	XAF 1,428 per hour

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ temporary workers.

Basic Function of Position

- Lift equipment and commodities to and from the warehouse, residences and Embassy
- Load and offload full containers
- Carry and move furniture to and from the warehouse, residences and Embassy
- Move equipment and other items to and within the warehouse
- Clean and tidy storage areas at the Embassy, the warehouse and its surroundings
- Assist the maintenance and GSO team with tasks

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

- 1. Education:** Primary School.
- 2. Experience:** At least one year of general unskilled labor.
- 3. Language:** Spoken English and Spanish at level II is required. Able to understand directions and respond to questions in English and Spanish.
- 4. Skills and Abilities:** Ability to lift weights up to 50 pounds or 23kgs.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Current employees serving a probationary period are not eligible to apply.**
- 3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.**
- 4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.**
- 5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.**

TO APPLY

Interested applicants for this position must submit their applications according to the recommendations below or the application will not be considered:

1. Fill out and submit the U.S. Federal Employment application form (**DS-174**) available at the Embassy Gate and Internet Web site. This form must be completed in English.
2. ***Attach other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the requirements of the position as listed.***
3. ***Indicate position title and vacancy announcement number on the top right corner of the application form.***
4. ***If applying by email, indicate the position title and vacancy announcement number on the subject line and send to the following address:***
[***malaboapplicant@state.gov***](mailto:malaboapplicant@state.gov)
 - Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

SUBMIT APPLICATION TO:

Embassy of the United States of America,
KM-3 Carretera de Aeropuerto (El Paraíso), or
malaboapplicant@state.gov
Malabo - Equatorial Guinea

POINT OF CONTACT: Human Resources Section, Tel: (+240) 333098895.

DEFINITIONS

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host

country and has the required work and residency permits for employment in country.

2. Not-Ordinarily Resident (NOR): Typically, a US Citizen Eligible Family Member (EFM) of a Foreign Service, Civil Service and uniformed service member who is eligible for employment under a US government pay plan, on the travel orders, and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
 3. **U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:**
 - ☐ Have US citizenship;
 - ☐ Be at least age 18;
 - ☐ Be listed as a spouse or dependent on the travel orders of a Foreign, Civil Service or uniformed service member permanently assigned to, or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
- ***Reside at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR***
 - Reside at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

THE CLOSING DATE FOR THIS POSITION is September 6, 2011
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AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.